



APPLICATION FOR PROFESSIONAL POSITION

Date _____

Last Name

First Name

Middle Initial

Address

Apartment #

City

State

Zip Code

Home Phone () _____

E-mail _____

Bus. Phone () _____

Pager () _____

Fax () _____

Cell () _____

For I-9 verification please complete the following:

Social Security number _____

Driver's License number _____

Alien Registration number (if applicable) _____

In the case of a school emergency (i.e. inclement weather, canceled classes, etc.), please give an alternate number where you can be reached.

Phone number () _____

In case of emergency we should notify:

_____ Relationship _____

Phone number () _____

EDUCATIONAL BACKGROUND *Begin with most recent*

School and Location	# of years	Did you graduate? yes or no	Degree received	Date received

Do we have a copy of your resume? _____

Do we have a copy of your Curriculum Vitae? _____

Do we have a copy of any specialized certificates? _____

EMPLOYMENT BACKGROUND

Please describe your previous professional experience

Start with latest first *(If for any reason you do not wish us to contact them please indicate)*

Name and Location of Institution	Dates	Courses taught or position	Can we contact them?

Describe your personal professional development over the last three years.

(Include courses, conventions, seminars and professional memberships)

Date of Activity	Activity	Sponsored By

REFERENCES *(at least three)*

Name	Address	Phone	Can we contact them?

I certify that the information contained in this application is true to the best of my knowledge. I also understand that an official copy of my complete transcripts is necessary.

Signature _____ Date _____

The Michigan Jewish Institute admits students without regard to race, religion, color, age, sex, sexual orientation, marital status, disability/handicap or national origin, granting all the rights, privileges, programs and other activities generally accorded or made available to students at the institute.

The Michigan Jewish Institute expressly forbids sexual harassment and discrimination in hiring, terms of employment, promotion, placement and discharge of employees, admission, training and treatment of students, the use of Institute facilities, and the awarding of contracts.

Please submit or complete the following documents:

Resume/Curriculum Vitae

Transcript Release Form (for most advanced degree)

Annual Faculty Development Plan and Summary (Faculty positions only)

I-9

W-4 and MI W-4



INSTRUCTION/ADMINISTRATION INFORMATION

750 FIRST STREET, NE, SUITE 980
WASHINGTON, DC 20002-4241
TEL: (202) 336-6780
FAX: (202) 842-2593
WWW.ACICS.ORG

List your typical duties for a week. List all classes taught and other duties performed, indicating the number of hours spent doing each (D=day, e=evening (please circle)).

Subject Taught or Duty Performed	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

What percentage of your working time has been spent during the past month in:

Teaching _____ Administration _____ Counseling _____ Field Work _____ Other (explain) _____

PROFESSIONAL DEVELOPMENT INFORMATION (for administrators only. Faculty members must have annually updated Faculty Development Plans with supporting documentation in their personnel files.)

- Names, dates, and locations of methods courses or workshops attended in the past three years.
- Names, dates, and locations of conventions or educational meetings attended during the past three years.
- Organization and/or professional societies (related to your present position), in which you now hold membership.
- List visits made to prospective employers of your students, businesses, other schools, and/or related organizations during the past year.

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE, TO THE BEST OF MY KNOWLEDGE.

Signature of Faculty/Staff
Member _____

Date _____

RELEASE OF INFORMATION
Disclosure and Authorization

In connection with my employment application, and, if applicable, my continued employment with the Michigan Jewish Institute, I hereby authorize the Michigan Jewish Institute, through its employees, representatives, agents and independent contractors, now or at any time I am employed by the Michigan Jewish Institute, to obtain from a consumer reporting agency a copy of a consumer report and/or an investigative consumer report on me (in accordance with the Fair Credit Reporting Act, Title VI – Consumer Credit Reporting (15 U.S.C. 1881 et. Seq.) as amended by the Consumer Credit Reporting Reform Act of 1994, effective October 1, 1997).

I further authorize the Michigan Jewish Institute to conduct a comprehensive review of my background including public record information, criminal records, motor vehicle records, credit, bankruptcy proceedings, workers' compensation claims, names and dates of previous employers, reason for termination of employment and work experience, a general background investigation and any other searches or investigations the Michigan Jewish Institute deems necessary to confirm, determine or evaluate my prior employment, military status, academic achievement, credentials/professional licenses, general credit worthiness, credit standing, general background, character and general reputation. All information obtained pursuant to the Disclosure and Authorization form shall be utilized to determine my eligibility for employment and continued employment, as the case may be.

I also authorize and direct all individuals and entities including, without limitation, all schools, businesses, corporations, credit bureaus, law enforcement agencies, armed forces, employment commissions and governmental agencies to release any and all information without restriction or qualification pursuant to this Disclosure and Authorization. I agree to release the Michigan Jewish Institute and all parties from liability and from any damage that may result from giving or receiving such information.

A photocopy or facsimile of this Disclosure and Authorization form shall be considered as effective and valid as the original.

Signature

Date

Print Name

Social Security Number



MICHIGAN JEWISH INSTITUTE **Academic Transcript Request**

Attention Registrar at:

Name of School Attended: _____

Attended <input type="checkbox"/> Main Campus <input type="checkbox"/> Other Location: _____ _____

Address: _____

_____ Phone Number

_____ City State Postal Code Country

Please Fax or email (and) Mail one copy of my official academic transcript to:

(248) 414-6907
or
info@mji.edu

REGISTRAR'S OFFICE
Michigan Jewish Institute
6890 West Maple Road
W. Bloomfield, MI 48322-3032

In reference to my application for admission for employment

Please send my transcript (check one):

- AS SOON AS POSSIBLE AFTER MY GRADES ARE LISTED FOR THE CURRENT SEMESTER
 AFTER MY DEGREE IS POSTED HOLD FOR _____

Student's Name	last	first	middle	Social Security No
				- -
Name enrolled under, if different				Birth Date day / month / year
Dates of Attendance				Date of Graduation
Phone / daytime	Phone / evening		email address	
()	()			
Current Address			City	State Postal Code Country

My signature below authorizes you to issue my transcript as indicated on this page.

Signature _____ Date _____

Form W-4 (2008)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2008 expires February 16, 2009. See Pub. 505, Tax Withholding and Estimated Tax.

Note. You cannot claim exemption from withholding if (a) your income exceeds \$900 and includes more than \$300 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 adjust your withholding allowances based on itemized deductions, certain credits,

adjustments to income, or two-earner/multiple job situations. Complete all worksheets that apply. However, you may claim fewer (or zero) allowances.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax

payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.

Nonresident alien. If you are a nonresident alien, see the Instructions for Form 8233 before completing this Form W-4.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the dollar amount you are having withheld compares to your projected total tax for 2008. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A	_____		
B	Enter "1" if: <table border="0" style="display: inline-table; vertical-align: middle;"> <tr> <td style="font-size: 3em; vertical-align: middle;">}</td> <td style="padding-left: 10px;"> <ul style="list-style-type: none"> • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. </td> </tr> </table>	}	<ul style="list-style-type: none"> • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. 	B	_____
}	<ul style="list-style-type: none"> • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. 				
C	Enter "1" for your spouse . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	_____		
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	_____		
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	_____		
F	Enter "1" if you have at least \$1,500 of child or dependent care expenses for which you plan to claim a credit	F	_____		
(Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)					
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.				
	• If your total income will be less than \$58,000 (\$86,000 if married), enter "2" for each eligible child.				
	• If your total income will be between \$58,000 and \$84,000 (\$86,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have 4 or more eligible children.	G	_____		
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ▶	H	_____		
	For accuracy, complete all worksheets that apply. <table border="0" style="display: inline-table; vertical-align: middle;"> <tr> <td style="font-size: 3em; vertical-align: middle;">}</td> <td style="padding-left: 10px;"> <ul style="list-style-type: none"> • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. • If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$25,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below. </td> </tr> </table>	}	<ul style="list-style-type: none"> • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. • If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$25,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below. 		
}	<ul style="list-style-type: none"> • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. • If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$25,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below. 				

----- Cut here and give Form W-4 to your employer. Keep the top part for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2> <p style="margin: 5px 0 0 20px;">▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	OMB No. 1545-0074 <div style="font-size: 2em; font-weight: bold; margin: 10px 0;">2008</div>
1 Type or print your first name and middle initial.	Last name	2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 _____
6 Additional amount, if any, you want withheld from each paycheck		6 \$ _____
7 I claim exemption from withholding for 2008, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶		7 _____
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (Form is not valid unless you sign it.) ▶		Date ▶
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	9 Office code (optional)	10 Employer identification number (EIN)

Deductions and Adjustments Worksheet

Note. Use this worksheet *only* if you plan to itemize deductions, claim certain credits, or claim adjustments to income on your 2008 tax return.

- 1** Enter an estimate of your 2008 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 7.5% of your income, and miscellaneous deductions. (For 2008, you may have to reduce your itemized deductions if your income is over \$159,950 (\$79,975 if married filing separately). See *Worksheet 2* in Pub. 919 for details.) . . . **1** \$ _____
- 2** Enter:

{	\$10,900 if married filing jointly or qualifying widow(er)	}	2	\$	
	\$ 8,000 if head of household					
	\$ 5,450 if single or married filing separately					
- 3** **Subtract** line 2 from line 1. If zero or less, enter “-0-” **3** \$ _____
- 4** Enter an estimate of your 2008 adjustments to income, including alimony, deductible IRA contributions, and student loan interest **4** \$ _____
- 5** **Add** lines 3 and 4 and enter the total. (Include any amount for credits from *Worksheet 8* in Pub. 919) **5** \$ _____
- 6** Enter an estimate of your 2008 nonwage income (such as dividends or interest) **6** \$ _____
- 7** **Subtract** line 6 from line 5. If zero or less, enter “-0-” **7** \$ _____
- 8** **Divide** the amount on line 7 by \$3,500 and enter the result here. Drop any fraction **8** _____
- 9** Enter the number from the **Personal Allowances Worksheet**, line H, page 1 **9** _____
- 10** **Add** lines 8 and 9 and enter the total here. If you plan to use the **Two-Earners/Multiple Jobs Worksheet**, also enter this total on line 1 below. Otherwise, **stop here** and enter this total on Form W-4, line 5, page 1 **10** _____

Two-Earners/Multiple Jobs Worksheet (See *Two earners or multiple jobs* on page 1.)

Note. Use this worksheet *only* if the instructions under line H on page 1 direct you here.

- 1** Enter the number from line H, page 1 (or from line 10 above if you used the **Deductions and Adjustments Worksheet**) **1** _____
 - 2** Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here. **However**, if you are married filing jointly and wages from the highest paying job are \$50,000 or less, do not enter more than “3.” **2** _____
 - 3** If line 1 is **more than or equal to** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter “-0-”) and on Form W-4, line 5, page 1. **Do not** use the rest of this worksheet **3** _____
- Note.** If line 1 is *less than* line 2, enter “-0-” on Form W-4, line 5, page 1. Complete lines 4–9 below to calculate the additional withholding amount necessary to avoid a year-end tax bill.
- 4** Enter the number from line 2 of this worksheet **4** _____
 - 5** Enter the number from line 1 of this worksheet **5** _____
 - 6** **Subtract** line 5 from line 4 **6** _____
 - 7** Find the amount in **Table 2** below that applies to the **HIGHEST** paying job and enter it here **7** \$ _____
 - 8** **Multiply** line 7 by line 6 and enter the result here. This is the additional annual withholding needed **8** \$ _____
 - 9** Divide line 8 by the number of pay periods remaining in 2008. For example, divide by 26 if you are paid every two weeks and you complete this form in December 2007. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck **9** \$ _____

Table 1

Table 2

Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above	If wages from HIGHEST paying job are—	Enter on line 7 above	If wages from HIGHEST paying job are—	Enter on line 7 above
\$0 - \$4,500	0	\$0 - \$6,500	0	\$0 - \$65,000	\$530	\$0 - \$35,000	\$530
4,501 - 10,000	1	6,501 - 12,000	1	65,001 - 120,000	880	35,001 - 80,000	880
10,001 - 18,000	2	12,001 - 20,000	2	120,001 - 180,000	980	80,001 - 150,000	980
18,001 - 22,000	3	20,001 - 27,000	3	180,001 - 310,000	1,160	150,001 - 340,000	1,160
22,001 - 27,000	4	27,001 - 35,000	4	310,001 and over	1,230	340,001 and over	1,230
27,001 - 33,000	5	35,001 - 50,000	5				
33,001 - 40,000	6	50,001 - 65,000	6				
40,001 - 50,000	7	65,001 - 80,000	7				
50,001 - 55,000	8	80,001 - 95,000	8				
55,001 - 60,000	9	95,001 - 120,000	9				
60,001 - 65,000	10	120,001 and over	10				
65,001 - 75,000	11						
75,001 - 100,000	12						
100,001 - 110,000	13						
110,001 - 120,000	14						
120,001 and over	15						

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. The Internal Revenue Code requires this information under sections 3402(f)(2)(A) and 6109 and their regulations. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may also subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, to cities, states, and the District of Columbia for use in administering their tax laws, and using it in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.



EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT: MJi CONFIDENTIALITY OF STUDENT RECORDS POLICY

I acknowledge that I have received a copy of the MJi Confidentiality of Student Records Policy Statement. Furthermore:

I will not, directly or indirectly, use, make available, sell, disclose or otherwise communicate to any third party, other than in my assigned duties and for the benefit of the student or MJi, any of the students' Confidential Information, either during or after my employment with MJi. Furthermore, I acknowledge that I am aware that the unauthorized disclosure of Students' Confidential Information may be highly prejudicial to their interests, an invasion of privacy, an improper disclosure of otherwise secret information and completely against MJi policy.

I shall maintain at my workstation and/or any other place under my control only such Confidential Information as I have a current "need to know." I shall return to the appropriate person or location or otherwise properly dispose of Confidential Information once that need to know no longer exists. I shall not make copies of or otherwise reproduce Confidential Information unless there is a legitimate business need for such reproduction.

Upon request or when my employment with MJi terminates, I will immediately deliver to MJi all copies of any and all materials and information received from, created for, or belonging to MJi including, but not limited to, those which relate to or contain Student Confidential Information.

Employee signature

Date

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

MJI POLICIES AND PROCEDURES MANUAL

I acknowledge that I have received a copy of the MJI Policies and Procedures manual via electronic delivery (e.g., CD, diskette or off the MJI website). I have read it and understand all MJI policies or I have had them explained to me so that I understand them. Furthermore, I agree to abide by all MJI policies and procedures as they now exist or as they may be promulgated in the future. I will conduct my activities as they relate to MJI, accordingly.

Upon request or when my employment with MJI terminates, I will immediately deliver to MJI all copies of any and all paper, electronic or other materials and information received from, created for, or belonging to MJI.

Employee signature

Date

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT: MJI ELECTRONICS ASSETS MANAGEMENT POLICY NO. EAM 1001

I acknowledge that I have received a copy of the MJI Policy on Electronic Assets Management, Policy Number EAM 1001. I have read it and understand it or I have had it explained to me so that I understand it. Furthermore, I agree to abide by all the particular issues raised in the policy and will conduct my activities as they relate to MJI Electronic Assets, accordingly.

Upon request or when my employment with MJI terminates, I will immediately deliver to MJI all copies of any and all electronic materials and information received from, created for, or belonging to MJI including, but not limited to, a description of all electronic directory trees and their subdirectories and associated files that I have in my possession or that I have created.

Employee signature

Date